



## 2014 GIH Annual Meeting Breakout Session Proposal Instructions

Proposal guidelines for designing annual meeting breakout sessions are below. This year's process is entirely Web-based using [MyReviewRoom](#). After creating your username and password, you will be able to start the submission process.

If you have questions or would like assistance in designing your proposal, contact Kate Treanor at [ktreanor@gih.org](mailto:ktreanor@gih.org) or 202.452.8331.

### Parameters

- Sessions last 1 hour and 30 minutes.
- Breakout rooms will be set with crescent tables, seating for presenters and/or discussants, and a podium. We can easily accommodate different room sets, such as a chairs arranged in a fishbowl format. *Please provide this information in your proposal.*
- Breakout rooms will be equipped with microphones, a laptop computer, LCD projector, and screen. If you require additional components, *please indicate this in your proposal* (there may be a charge for some equipment).

### Formats

- **Hands-On Workshop**  
*Goal:* To provide participants with new skills or tools that can be applied to their work.  
*Structure:* Session is built around hands-on exercises involving problem solving in response to a scenario, role playing, simulations, or small-group discussions around a defined topic. Participants leave with new skills or tools that can be applied to their work.
- **Issue Debate**  
*Goal:* To showcase different ways of approaching a single topic.  
*Structure:* Session offers opposing views using a standard debate format or a talk-show format in which a skilled chair interviews speakers.
- **Facilitated Discussion**  
*Goal:* To inform and educate.  
*Structure:* Session opens with energetic speakers who frame an issue and a moderator who poses provocative questions to stimulate an open, thought-provoking discussion.
- **Salon**  
*Goal:* To share experiences and make peer connections.  
*Structure:* Session supplies “green space” for open, unstructured discussion on issues, strategies, or challenges identified by participants.
- **Strategic Guidance**  
*Goal:* To generate new ideas or possible solutions.  
*Structure:* Session makes thought leaders and/or experts available to give guidance, share advice, or provide insights on a strategy or set of tools.

## Who Can Submit Proposals?

We welcome proposals from staff and trustees of grantmaking organizations, affinity groups, funding collaboratives, and regional associations of grantmakers. Preference will be given to organizations that are GIH Funding Partners.

## Costs

- Session speakers must pay the GIH 2014 annual meeting registration fee (at the reduced Funding Partner rate).
- Session designers are responsible for the costs associated with travel and accommodations for all speakers in their session who are not affiliated with foundations.
- If you require audiovisual components beyond what is provided by GIH, please contact us. There may be additional charges for equipment rentals.
- If cost is an issue, you may wish to consider developing a session with other funders.

## How Do I Submit a Proposal?

The GIH Call for Sessions process is now entirely Web-based. After creating your username and password at <https://callforsessions.myreviewroom.com/>, complete the required fields and upload your session description. Please note, you will need to provide contact information for both the session designer(s) and proposed speakers.

Written descriptions should be no more than four pages in length and include the following:

- **Background and Context:** why the topic is an important issue for health funders and how it relates to the meeting theme.
- **Program Description:** state the session's goals and objectives, techniques for engaging session attendees, and key questions to be answered.
- **Learning Objectives:** what the audience will learn at the session and what key messages you want them to take away.
- **Format and Room Set:** describe your session format; if you need the room configured differently from our standard set, include a description.

You will receive a confirmation within 24 hours acknowledging receipt of your completed proposal. If you do not receive a confirmation, contact Sarah Tulley at [stulley@gih.org](mailto:stulley@gih.org) or 202.452.8331.

## Criteria for Evaluating Session Proposals

All proposals will be reviewed by a committee of health grantmakers representing the diversity of the field, as well as GIH staff. **Priority will be given to sessions designed to promote open discussion and active learning.**

## Notification of Acceptance

Session designers will be notified of the status of their proposal no later than October 25, 2013. Please note, GIH may request that alterations be made to a proposed session so that it more closely reflects the goals and objectives of the annual meeting.